



# HRS1450 - Employee Mailing Labels



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# HRS1450 - Employee Mailing Labels

## Personnel > Reports > Payroll Information Reports > Employee Mailing Labels

The report prints address labels to attach to envelopes for mass or individual mailing. Any compatible label can be used.

- Avery 6194 labels are 12 per page and are 1.5" x 4".
- Avery 5962 labels are 14 per page and are 1.3" x 4". You can also use 5162, 5262, and 5662.
- Avery 5160 labels are 30 per page and are 1" x 2.63". You can also use 5260. Avery 5660 labels are clear, laser labels with 30 per page.

| Parameter   | Parameter Description   |
|---|---|
| <b>Sort by Alpha (A), Pay Campus (C), Primary Campus (P)</b>            | <p>A - Sort the report alphabetically.</p> <p>C - Sort the report by pay campus.</p> <p>P - Sort the report by primary campus.</p> <p>This is a required field.</p>   |
| <b>Select Restriction Local (L), Public (P), or No restrictions (N)</b> | <p>L - Do not include information that is restricted from local view on the report.</p> <p>P - Do not include information that is restricted from public view on the report. This option is the most restrictive.</p> <p>N - Print the report without restricting any information.</p> <p>This is a required field.</p> |
| <b>Print address? (Y/N)</b>   | <p>Y - Print the address on the report.</p> <p>N - Do not print the address on the report.</p> <p>This is a required field.</p>   |
| <b>Labels Per Page (12, 14 or 30)</b>                                   | <p>12 - Print 12 labels per page.</p> <p>14 - Print 14 labels per page.</p> <p>30 - Print 30 labels per page.</p> <p>This is a required field.</p>  |
| <b>Pay Status Active (A), Inactive (I), or blank for ALL</b>            | <p>A - Print active employees only.</p> <p>I - Print inactive employees only.</p> <p>Blank - Print both active and inactive employees.</p>  |

| Parameter   | Parameter Description  |
|---|--|
| <b>Pay Type 1-4, Exclude Subs (E), or blank for ALL</b> | <p>1-4 - Include employees with a specific pay type (e.g., 1) on the report.</p> <p>E - Exclude substitute employees from the report.</p> <p>Blank - Include all employees on the report.</p>  |
| <b>Select Pay Campus(es), or blank for ALL</b>          | Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click  to search for pay campuses. Otherwise, leave blank to use all campus ID numbers.     |
| <b>Select Primary Campus(es), or blank for ALL</b>      | Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click  to search for primary campuses. Otherwise, leave blank to use all campus ID numbers. |
| <b>Select Employee(s), or blank for ALL</b>             | Type the employee number separating multiple employee numbers with a comma. Or, click  to search for employees. Otherwise, leave blank to use all employee numbers.   |

[Generate the report.](#)